



FACULTY TRAVEL GRANT PROGRAM 2018 SPRING REQUEST FOR PROPOSALS (RFP)

www.calstate.edu/csUPERB

Key Dates and Information:

RFP Release Date: February 8, 2018
Proposal Due Date: March 12, 2018 (5:00 p.m. pacific time)
Award Notification: May, 2018
Maximum Award Amount: \$1,500

Program Description:

Part of CSUPERB's mission is to support collaborative CSU student and faculty research. The opportunity to collect novel data, learn new techniques, make discoveries and present research results is crucial to professional career development and the advancement of CSU-based research programs.

The CSUPERB Faculty Travel Grant Program supports CSU faculty travel to biotechnology-related professional meetings and workshops or to collect biotechnology-related data at shared instrumentation facilities or research sites.

This spring round of grants will support travel between January 1, 2018 and December 31, 2018.

CSUPERB plans to issue another RFP in the fall for travel between July 1, 2018 and June 30, 2019. Note that each round of grants supports travel within a 12-month window; there is a 6-month overlap between each round's travel window. This grant program does not make awards to support travel to the Annual CSU Biotechnology Symposium.

In the 2017 Fall round of the Faculty Travel Grant Program, 32 proposals were received from 17 different CSU campuses and 9 awards were made to faculty members from 7 campuses.

2018 Spring Faculty Travel Grant Review Criteria:

- Applicants must describe the primary purpose of their travel and its relevance to ongoing education and/or research project plans. Allowable travel plans include:
 - travel to present original research data and results (presented, accepted, submitted or to be submitted) **OR**
 - travel for the collection of data **OR**
 - travel to participate in or organize a workshop/session.

Note: If applicant is not presenting results or organizing a session at a meeting or workshop, travel must be additionally justified.

- Applicants must describe specific, secondary benefits that will occur as a result of their travel. For example only: attending a professional development workshop offered during a

conference, or learning a new technique at a shared facility, or meeting with potential partners during a meeting.

- Applicants must describe the overall feasibility of the trip. For example: if a CSUPERB travel award will not cover the entire cost of the trip, describe other funding or resources that make the travel possible.
- All other things being equal, preference will be given to applicants who have not won a previous CSUPERB travel award in the last two years.

Eligibility Criteria:

- The meeting/workshop or proposed project must be biotechnology related. CSUPERB defines biotechnology as a ***fusion of biology and technology***. BIO (<https://www.bio.org/what-biotechnology>) lists biotechnology examples, applications and sectors; CSUPERB explicitly adds to these lists health IT and medical device research and development. CSUPERB welcomes and encourages applications from CSU faculty in all disciplines related to the current practice of biotechnology, including but not limited to agricultural science, business, clinical sciences, computer science, engineering, life sciences, math, and/or physical sciences.
- The CSUPERB Travel Grant Program is open only to tenured or tenure-track CSU faculty. Faculty awardee must be an active CSU employee at the time the trip is taken so that travel expenses can be reimbursed.
- Proposed travel must occur between January 1, 2018 and December 31, 2018.
- Due to the Travel Grant Program timing, abstracts, presentations or data collection not yet submitted or accepted are eligible.
- Applicants must provide details about **one** specific meeting, workshop or facility/site to which travel is proposed or has occurred.
- CSUPERB will consider only one proposal per applicant in a given round of the Travel Grant Program. Applicants are welcome to apply to other CSUPERB Grant and Award Programs.
- Proposals must adhere to style and length guidelines provided in the proposal template. Failure to follow these guidelines may result in proposal rejection during administrative review.
- CSUPERB will not issue awards to applicants who have past-due final reports to any CSUPERB grant program.
- CSU students accompanying faculty on proposed trips should apply independently to the Student Travel Grant Program: www.calstate.edu/csUPERB.

Budget and Award Restrictions:

The maximum award is \$1,500. The award is paid out as a reimbursement.

CSUPERB grants are issued as a result of an internal competition within the CSU and are not subject to Facilities and Administrative (F&A), or indirect, costs. F&A costs are not allowed as a grant-funded expense in proposals submitted in response to RFPs from programs, like CSUPERB, that receive the majority of their support from legislatively appropriated funds, CSU lottery funds or student fees (including State University fees). The F&A foregone at the campus/auxiliary's federally negotiated off-campus rate may be shown as cost match on the proposal. This amount may be used by the auxiliary or enterprise fund as an offset to the university's cost allocation plan, in accordance with EO 753/1000.

Proposal Submission Instructions:

Applicants must submit their completed and signed proposals by Monday, March 12, 2018 (5:00 p.m. pacific time).

The complete proposal package must be submitted electronically using CSUPERB's CSYou system before the deadline (use "Apply" link at www.calstate.edu/csUPERB). Faculty applicants login to the CSYou system using their campus ID/username and password. Only Microsoft Word or Adobe PDF file formats are compatible with the system.

The complete proposal package will include: (1) the scanned Cover Page, with all required signatures, and (2) the completed 2018 Spring Faculty Travel Grant proposal template. The 2018 Spring Faculty Travel Grant proposal template can be downloaded at: www.calstate.edu/csUPERB.

Chief Research Officers and Vice Presidents of Research system-wide request that CSUPERB proposals be routed through campus grant "clearance" mechanisms to ensure compliance with relevant federal, state and university regulations and policy.

If you have any problems submitting your proposal, contact CSUPERB **before** the deadline at (619) 594-2822 or csUPERB@mail.sdsu.edu.

Complete applications received by the deadline that meet eligibility requirements will be evaluated for merit by a review panel comprised of CSU faculty including CSUPERB Faculty Consensus Group members. The CSUPERB Program Office makes final funding decisions, based on recommendations made by the review panel, available funds and strategic priorities.

Post-Award Instructions:

Pre-Travel Authorization and Claim Guidelines

CSUPERB awards funds to the appropriate college/department at each CSU campus as a travel reimbursement; payments are not made directly to travel grant awardees. As a result, after travel has been completed, faculty awardees (except at San Diego State University) submit all paperwork to their own college/department travel officer instead of the CSUPERB program office.

Campuses have different travel policies and forms; however, all require a variety of pre-travel authorizations, waivers and/or insurance requirements to issue a travel reimbursement. Grantees must contact their department/college travel authority to ensure requirements are

met **prior** to travel and within the time frame required by the campus (particularly for foreign travel). Use of non-standard lodging services, airline reward miles and other travel incentives may not be reimbursed by the campus. Maximum per-diem rates in both domestic and foreign destinations may apply. Some campuses will not reimburse travel expenses, even when covered by a grant, if documentation needed is not completed in advance of a trip or if receipts required to file a claim are missing.

Campus Reimbursement Procedure

The CSUPERB program office will send a CSUPERB Campus Travel Claim Form to the college/department representative when a travel grant is awarded. The campus representative will submit a completed Campus Travel Claim Form and a copy of the awardee's campus travel claim document to CSUPERB. Claim documents should be submitted to the CSUPERB program office within 30 days of grantee's return to campus or the grant funds could be forfeited. In addition, the travel award reimbursement cannot be issued if travel plans are changed or cancelled.

In cases where the travel grant is awarded after the trip has occurred, grantees should use caution when covering expenses with other funds (for example, a federal research grant) because different funding sources are often incompatible. CSUPERB grants are based on general State of California funding. CSUPERB will not facilitate reimbursement of CSU auxiliary organization expenditures except in payment of a legitimate invoice generated by the auxiliary organization and arranged by the awardee.

Special Note for San Diego State University grantees: Faculty should work with their department administrator or the Travel Coordinator in Accounts Payable to make sure the required pre-travel documentation is completed. In addition, when traveling outside the United States, faculty members must also submit the Foreign Travel Insurance Program Request for Insurance form well in advance of travel. Copies of these documents should be provided to James Schmitt at CSUPERB, along with your travel claim at the conclusion of travel.

Reporting Requirements

Grantees are required to provide final presentation titles, abstracts and a brief report (form available at the CSUPERB website: www.calstate.edu/csUPERB) to the CSUPERB program office within 30 days after travel is completed or award is made (whichever is later). Final reporting helps document the need for and justify continuation of the program. CSUPERB may also contact award recipients for longer-term impact reporting.

Contacts:

Submission questions:
csuperb@mail.sdsu.edu
Phone: 619-594-2822

Program and RFP questions:
James Schmitt
Program Administrator, CSUPERB
jcschmitt@mail.sdsu.edu
619-594-5299

Susan Baxter
Executive Director, CSUPERB
sbaxter@mail.sdsu.edu
619-594-2822

Oscar Zavala
Student Programs Specialist, CSUPERB
ozavala@mail.sdsu.edu
619-594-1203